

# State Officer Contract

## SkillsUSA Colorado



### DUTIES AND RESPONSIBILITIES

By electing you to a SkillsUSA Colorado office, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of the honor come duties and responsibilities. Duty is defined as “the conduct, obedience, loyalty, and submission required of an officer.” Responsibility is the “reliability and moral accountability for duties expected of an officer.” Together, duty and responsibility convey the conduct and performance appropriate to all SkillsUSA Colorado officers.

State Officer candidates must have the following qualifications:

1. Be an active member of SkillsUSA Colorado during the year served as an officer.
2. Have successfully passed or be currently enrolled in a career and technical education (CTE) class for a minimum of one semester.
3. Possess a minimum of a 2.5 cumulative grade point average on your official school transcript.
4. Practice good communication skills.
5. Be familiar with the organizational structure, policies, mission and goals of SkillsUSA Colorado.
6. Be prepared to conduct meetings and serve as a speaker for the organization.
7. Be helpful, respectful and responsible to all individuals.
8. Be willing to assist other officers in accomplishing their tasks.
9. Attend all required meetings including, but not limited to those listed under **Professional Conduct #16**.

### DRESS CODE

State officers shall wear SkillsUSA official dress or attire as the occasion may demand, for all conference activities. SkillsUSA Colorado will provide each officer with a name badge. From the first scheduled activity, officers shall adhere to the dress code requirements as listed below.

Personal Appearance:

- Hair, jewelry, makeup, and nail polish must have a conservative and business like appearance.
- No open ear gauges, visible tattoos, or facial piercings while in official dress or state officer uniform.
- No hats while in official dress or state officer uniform.

SkillsUSA Official Dress:

- See Leadership Handbook
  - If you do not have access to an official SkillsUSA red blazer, one will be provided.

State Officer Uniforms

- State officer shirt or polo (provided by SkillsUSA)
- Black and khaki pants (no cargo pants)
- Brown and black shoes (no athletic shoes)
- Brown and black belt

## SUPERVISION

Upon being elected and installed as a state officer, supervision of officers becomes the responsibility of the SkillsUSA Colorado State Director or his/her designee. As well, state officers are under the direct supervision and are the responsibility of the SkillsUSA Colorado State Director or his/her designee for all official SkillsUSA events in which state officers are required to attend and perform the functions of their office. Official events include any event arranged by SkillsUSA Colorado and encompass travel to and from the event.

## TRAVEL

SkillsUSA events often require travel. As a state officer, you will be required to travel with the officer team whenever possible. Travel to and from official events may be by bus, car, air or other means. While SkillsUSA Colorado will make every effort to arrange travel with an adult chaperone, there may be situations where a state officer must travel alone. In these cases, arrangements will be made with parents to ensure student comfort and safety.

## PROFESSIONAL CONDUCT

As a state officer of SkillsUSA Colorado, you have the responsibility to represent all members of the organization. Your conduct must be exemplary at all times while representing the organization and on your personal time. You will have an opportunity to meet students, advisors, administrators, business, industry and labor representatives during your term in office and your actions will set a standard for all SkillsUSA members to follow. When you sign this contract, it should be with the understanding that your obligations are great, as are the rewards of serving your fellow members.

As a state officer of SkillsUSA Colorado, I agree to adhere to the following rules and regulations:

1. My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
2. I will at all times, respect all public and private property.
3. I will respect authority at all times.
4. I will not possess any type of weapon at any SkillsUSA function.
5. I will refrain from the use of alcoholic beverages and drugs (which includes vaping, tobacco, and marijuana). If ordered to take certain prescription drugs by a licensed physician, I will notify the SkillsUSA Colorado State Director and keep the orders of the physician on my person at all times.
6. I will adhere to the dress code at all times.
7. I will submit my name on a membership roster and dues as a member for the year in which I am an officer.
8. I will attend the school where my SkillsUSA chapter membership is recorded.
9. I will attend school each day it is in session, unless I am on official SkillsUSA business or ill. I will make up all work missed.
10. I will strive to maintain above average grades in all my classes, and submit transcripts if requested.
11. I will keep the State Director or his/her designee informed of my whereabouts at all times during SkillsUSA functions.
12. I will abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
13. I will not leave the hotel/motel to which I am assigned without the express permission of the State Director or his/her designee.
14. I will spend each night in the assigned hotel room.
15. I will not be in any sleeping room other than my own unless the door is completely open at all times.
16. I will attend the **mandatory** functions listed below as assigned.
  - a. **June 16-18, 2020** – CTSO Officer Training – *Location TBD – lodging/meals paid for by SkillsUSA CO*
  - b. **June 20-28, 2020** – Leverage Training and National SkillsUSA Skills and Leadership Championships, Louisville, Kentucky (*Registration, hotel, and meals paid by SkillsUSA CO, individual or chapter must*

*pay for transportation.)*

- c. **July 17-18, 2020** – State Officer Training - *Location TBD – lodging/meals paid for by SkillsUSA CO*
  - d. **September 14-15, 2020** – CTSO Kick-Off – *Adams County Fairgrounds – lodging/meals paid for by SkillsUSA CO*
  - e. **October or November TBD** – Fall Leadership Conference – *Colorado Springs – lodging/meals/registration paid for by SkillsUSA CO*
  - f. **November TBD** – CCCS Board Presentation – *Denver – mandatory for President only*
  - g. **March 2 days TBD** – SLSC Planning and Practice – *Denver – lodging/meals paid for by SkillsUSA CO.*
  - h. **April 13-16, 2021** - State Leadership and Skills Conference – *Colorado Springs – lodging/meals/registration paid for by SkillsUSA CO*
  - i. **Various Dates 2020-2021** – Chapter and/or Business & Industry Visits – *various locations throughout term of office (1-2 visits per officer)*
  - j. **Monthly** – state officer conference call
  - k. Other additional non-mandatory opportunities throughout the year as necessary that align with the officer’s school scheduling requirements.
17. I will accept additional SkillsUSA assignments when possible and understand I am to keep accurate records of all expenses incurred. I will submit the proper vouchers and receipts to SkillsUSA Colorado within five days of completion of an assignment.
  18. I will attend all activities for which I am assigned and will be on time to all functions. I will exhibit a positive attitude and represent SkillsUSA in a professional manner.
  19. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled.
  20. If involved in any activity that is detrimental to SkillsUSA, and/or my school, such as police arrest for DUI or drug charges, I will immediately forfeit my office.

## Internet Code of Conduct

As an officer for SkillsUSA, you are a public figure. As an officer you represent your school, your state association and the national SkillsUSA association. As you post content to personal and public web pages i.e. Facebook, Twitter, Instagram, Snapchat, YouTube.com or other sites, keep in mind that people you do not know (including potential employers or admissions officers) have the ability to review and archive your personal space. These personal sites are being used as a point of reference to your site. Be sure your personal materials, including comments, photographs, video or sound files, would not embarrass you if they were viewed by SkillsUSA staff, business partners, or instructors, and that they are age appropriate.

Email addresses: You will be provided a SkillsUSA Colorado email address. Be sure to check email daily during your term of office as travel opportunities are often offered via email.

As an officer of SkillsUSA, I will represent SkillsUSA Colorado with respect. This means for my term of office, any content I post on the World Wide Web where SkillsUSA is mentioned on sites such as, Facebook, Twitter, Instagram, Snapchat, YouTube.com or other sites will be reviewed by my advisor, parent, or state director. My email address used for SkillsUSA business will be monitored and I may be requested to remove unprofessional material.

If I fail to remove and/or post unprofessional or unapproved material, I will be on probation as an officer and subject to the consequences as a state officer for violating the State Officer Contract.

## VIOLATIONS AND PENALTIES

Violations of above items will result in a warning and/or reprimand. Violations may be grounds for disqualification or suspension from an activity or office. The violator may be sent home at his/her own expense. Proper notification of the violation and action taken will be sent to the appropriate education official(s) and parents or guardians.

SkillsUSA Colorado State Officers may be removed from office for one or more of the following reasons:

1. Failure to perform the duties of their office.
2. Failure to attend required meetings.
3. Failure to follow rules, regulations and responsibilities to act in a professional manner.
4. Failure to meet appropriate deadlines without satisfactory explanation.

# Signature Page



## STUDENT SIGNATURE

I understand that by signing this contract, if I am in violation of any of the SkillsUSA Colorado State Officer Contract regulations and/or conduct myself in a manner unbecoming of a SkillsUSA Colorado State Officer, I may be brought before the appropriate discipline committee for an analysis of the violation. I further agree to accept the penalty imposed on me with the understanding that all such actions will be explained to me. I realize the severity of the penalty may increase with severity of the violation, even to the extent of being sent home immediately at my own expense when traveling, or being removed from office. Proper notification of all violations and actions taken will be sent as appropriate, to the SkillsUSA Colorado Advisory Board, school and parents/guardians.

*I understand and agree to all of the requirements outlined in the SkillsUSA State Officer Contract which are associated with holding the position of SkillsUSA Colorado State Officer.*

\_\_\_\_\_  
State Officer Candidate Signature

\_\_\_\_\_  
Date

## PARENT/GUARDIAN SIGNATURE

*I, the undersigned, fully understand the SkillsUSA Colorado State Officer Contract and agree to comply with these guidelines. I understand and agree to all of the requirements of the SkillsUSA Colorado State Officer, if my student is chosen to serve as a State Officer. I understand that my student, as a State Officer, will be under the direct supervision of the SkillsUSA Colorado State Director or his/her designee during official SkillsUSA events, which includes providing transportation. I further understand that SkillsUSA Colorado will arrange travel to/from events, attempting in all cases to have two or more students travel together, but that at times my student may have to travel alone. In instances where this may be the case, SkillsUSA Colorado will notify me prior to the travel occurring. Furthermore, we are aware of the consequences that will result from violation of any of the above guidelines.*

\_\_\_\_\_  
Parent/Guardian Signature (high school candidates only)

\_\_\_\_\_  
Date

## SCHOOL SIGNATURE

*We, the undersigned, fully understand the SkillsUSA Colorado State Officer Contract and agree to comply with these guidelines and support the above named student to the best of our ability. Furthermore, we are aware of the consequences that will result from violation of any of the above guidelines.*

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Administrator Signature

\_\_\_\_\_  
Date